



Good news from the registrar team!

We heard your requests for improvements and we've made changes that simplify the monthly reporting process. The interface is more intuitive, showing buttons only when you need them, and we made other significant improvements as well.

1. Simplified Submit Zero Report

The first improvement is the ability to **Submit a Zero Monthly Report** in the first steps of the process. With just a few clicks you select the location and year and click "Submit Zero Report". Simple!

2. Pay for Multiple Location Reports in One Payment Transaction

The next enhancement is the ability to **Add Multiple Monthly Reports to the Shopping Cart** and pay for all of them in one payment transaction.

1. Simply create the report for each location,
2. click *Continue* to add participants and then *Save*,
3. click *Continue* to review your entries for that location, and click *Submit*.

Your monthly report for the location has been added to the cart! Now add another one.

3. Identify Which Locations Have Filed Monthly Reports

We've revised the real time report that shows which locations have filed monthly reports for the year. Additionally, we've put in warnings to prevent filing if a location has already filed for a given month.

1. From the Firm profile page, click *Reports* on the top blue menu bar
2. Click *Firms* from the *Report* dropdown
3. Click *FVIP Yearly Report* from the sub-menu
4. On the next screen, select the year and click *Run Report*
5. You will see all locations within your firm and one of the following in the month column for each location
 - a. Red X - means no report filed
 - b. PayPal ID - is the transaction ID if paid online with Credit Card
 - c. Check # - if paid for by check
 - d. ZERO - if filed a Zero report for this location/month